

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	4.7	9
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References/Authority ACA 4-4073 through 4-4-4094, 4-4389 2-CO-1D-01 through 2-CO-1D-10 KRS 196.070 101 KAR 2:102; 200 KAR 2:006	Subject STAFF TRAINING AND DEVELOPMENT – ADULT INSTITUTIONS	

I. DEFINITIONS

“Adjunct Instructor” means an employee who may present information at pre-service or in-service training, but is not assigned as a full time instructor.

“Administrative and Management Personnel” means Wardens, Deputy Wardens, Department Heads, Branch Managers, Executive Staff Assistants, Probation and Parole District Supervisors, Assistant Directors, Business Managers, Personnel Directors, Case Manager Supervisors, Unit Administrators, Shift Supervisors, and any person who supervises one or more employees.

“Calendar Year” means the time frame between January 1 and December 31.

“Emergency Unit” means specially trained teams for dealing with emergency situations. This includes the Corrections Emergency Response Team (CERT) and Hostage Negotiation Team (HNT).

“In-service training” means required training received by an employee of the Department of Corrections on an annual basis.

“Learning Management System” (LMS) means a computer based training and record system.

“Pre-service Training” means training received by an employee of the Department of Corrections prior to independent assignment to a particular job.

“Qualified Instructor” means an employee who conducts training, who has successfully completed an Instructor Course for a particular area of instruction (CPR, Firearms, etc.) or a general Train the Trainer course provided by the Division of Corrections Training (DCT) or equivalent outside agency.

“Subject Matter Expert” means someone with extensive knowledge on the particular subject being taught, approved by the Director of the DCT.

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“Training” means formal classroom instruction; on the job training; training meetings or conferences which include a formal agenda and instruction by a teacher, manager or official; LMS based learning; physical training; or other instructional programs.

“Training Credit” means the amount of time awarded to the employee in course related activity.

“Training Records System” (TRS) means a computer based training records system that is a part of the LMS.

“Training Staff” means a Department of Corrections employee whose primary job duty is to provide or develop training.

II. POLICY and PROCEDURE

Division of Corrections Training (DCT) Staff, under the direction of the Commissioner of the Department of Corrections, Deputy Commissioner of Adult Institutions and the Director of the DCT, shall plan, coordinate and review all training programs annually. The agency’s training plan provides for ongoing evaluation of all pre-service, in-service, and specialized training programs to include training established by the responsible health authority. The Director of the DCT shall prepare a written report annually.

A. TRAINING PROVIDERS

Staff who provide training to Department of Corrections employees shall be limited to:

1. Training Staff - A full time training employee who has successfully completed the forty (40) hour “Train the Trainer” course provided by the DCT.
2. Qualified Instructor
3. Subject Matter Expert
4. Adjunct Instructor

B. NEW EMPLOYEE ORIENTATION

All new full time employees shall receive forty (40) hours of Orientation training prior to independent assignment on a particular job. This training shall include at a minimum the following topics:

1. An overview of the agency purpose, goals, policies and procedures for the facility and parent agency;
2. Security and contraband regulations;
3. Key control;
4. Appropriate conduct with offenders;
5. Responsibilities and rights of employees;

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6. Universal precautions;
7. Occupational exposure;
8. Personal protective equipment;
9. Biohazardous waste disposal; and
10. An overview of the correctional field.

C. PRE-SERVICE TRAINING

The Pre-Service Training shall include at a minimum the following topics:

1. Security and Safety Procedures;
2. Emergency and Fire Procedures;
3. Supervision of Offenders;
4. First Aid/CPR
5. Suicide Intervention/Prevention;
6. Offender Rights;
7. Key Control;
8. Emergency Medical Response;
9. Use of Force;
10. Interpersonal Relations;
11. Communication Skills;
12. Deaf Inmate Effective Communication;
13. Standards of Conduct;
14. Cultural Awareness;
15. Sexual Abuse/Assault Intervention;
16. Code of Ethics;
17. Self-Defense;
18. Use of Firearms;
19. Firearms Safety;
20. Care of Firearms;
21. Constraints of the use of Firearms; and
22. Firearms Qualification.

D. ON-THE-JOB TRAINING

Correctional Officers shall receive a minimum forty (40) hours of parent agency structured, supervised, and evaluated on-the-job training after the completion of pre-service training.

E. IN-SERVICE

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All employees shall receive in-service training on an annual basis. Forty (40) hours of in-service training shall be provided by Training Staff, Qualified Instructors, Subject Matter Experts, Adjunct Instructors, or through LMS and shall include at a minimum the following topics:

1. Standards of conduct/ethics;
2. Security and safety procedures;
3. Emergency and fire procedures;
4. Supervision of offenders;
5. Sexual abuse/assault intervention;
6. Use of force;
7. Level two restraints for deaf inmates
8. Medical emergencies;
9. Institution specific topics (as necessary);
10. Use of firearms;
11. Firearms safety features;
12. Constraints on the use of firearms; and
13. Firearms maintenance and care;
14. Suicide intervention/prevention; and
15. Signs and symptoms of mental illness, violent behavior and acute chemical intoxication and withdrawal.

F. EMERGENCY UNIT TRAINING

1. Staff designated as members of an emergency unit shall receive forty (40) hours of related specialized training before undertaking their assignment.
2. Staff designated as assigned members of an emergency unit shall have sixteen (16) hours of training annually in their area of specialty.

G. TRAINING REQUIREMENTS

1. Administrative and Managerial Staff shall receive forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter, in areas relevant to their position.
2. Support Employees who have regular or daily contact with inmates shall receive forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter.

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3. Clerical/Support Employees who have minimal contact with inmates shall receive sixteen (16) hours of training in addition to orientation training during their first year of employment and sixteen (16) hours of training each year thereafter.
4. Professional/Specialist Employees who have contact with inmates shall receive forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter.
5. All new Correctional Officers shall receive two hundred (200) hours of training in their first year of employment and forty (40) hours of training each year thereafter.
6. Part-time staff shall receive orientation to institutional rules, security, and operational procedures.
7. All re-hires shall complete two hundred (200) hours of pre-service training if more than two (2) years have elapsed since last working for the Department of Corrections.

H. GRADING SYSTEM

1. To receive training credit, the Employee must attend a job-related training conducted by Training Staff, a Qualified Instructor, a Subject Matter Expert, or Adjunct Instructor. Training Credit shall be authorized by Training Staff of the DCT or the employee's institution.
2. The Employee may receive training credit for attending job-related training conducted by an outside agency if the employee provides proof of attendance and a course outline or schedule that must be approved by the Training Staff.
3. Written and/or skill tests shall be administered to an employee in classes conducted by the DCT. An Employee shall meet the minimum criteria of seventy (70) percent out of one hundred (100) percent on a written test. Standards and criteria for successful completion shall be determined by the Director of the DCT.

a. Pre-Service Training

Written tests shall be administered during each forty (40) hour block of instruction in the Pre-Service Training. An Employee enrolled in the Pre-Service Training who does not successfully complete the training requirement may be terminated from probationary status. Trainees will be allowed one (1) re-take of the failed test and must achieve a seventy (70) percent on the

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re-take to pass the training. Additional training shall be successfully completed in the next training cycle. An employee who does not complete the forty (40) hour block of pre-service instruction may attend the next training cycle at the home institutions discretion.

During week five (5) of Pre-Service Training, an employee shall not be permitted to miss any day of instruction. If an employee misses any day of instruction during this week, they shall be returned to their home institution and must be rescheduled to complete week five (5) of Pre-Service Training during the next training cycle.

b. In-Service Training

An Employee enrolled in the in-service training who fails to achieve a passing score on the written test (if applicable) may be permitted one (1) re-take of the failed test. If the employee does not achieve seventy (70) percent on the re-take, he may attend a subsequent in-service training session.

c. Firearms Training

An employee enrolled in firearms qualification or requalification training who fails to receive a passing score may be re-tested a total of two (2) times. Failure to pass after two (2) re-tests will result in the Employee returning for a subsequent training session at a later date.

An employee shall not be permitted to be re-tested on a portion of the firearms qualification or requalification without the approval of the Range Safety Officer.

I. ATTENDANCE

1. Pre-Service Training

An Employee having an unexcused absence or an excused absence of more than one (1) day, may be terminated from the training and returned to his work station for the review of the Warden.

- a. An employee having an excused absence of one (1) day or less may make up the missed training during the week the absence occurred before the test is administered. The training staff

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shall provide the necessary procedure information for the employee to complete the missed training.

- b. The individual's supervisor shall receive written documentation of any absence.

J. CODE OF CONDUCT

Rules of conduct, as established by the DCT and approved by the Commissioner of the Department of Corrections, shall be adhered to by all employees attending a class conducted by or under the auspices of the DCT.

1. Violation of any rule of conduct shall result in written notification of the incident to the employee's supervisor.
2. Appropriate disciplinary action, shall be initiated by the Director or designee. The Director may terminate an employee from training and return him to his institution if it is determined that the employee's continued involvement or attendance at training constitutes a safety hazard to the individual or class, or the employee's conduct is seriously disruptive.

K. SPACE AND EQUIPMENT

The necessary space, equipment, and reference resources shall be made available for required training programs, contingent upon the availability of funds.

L. EXPENSES

An employee attending training on travel status shall be reimbursed for meal expenses, lodging, and mileage in accordance with state travel regulations by his home institution's budget unit.

M. TRAINING RECORDS

The Department of Corrections shall maintain a digital Learning Management System (LMS) to include a Training Records System. (TRS) Employee training records of programs conducted by the DCT or by Adult Institutions shall be entered within fifteen (15) days of completion of the training into the TRS.

1. Employee training records in the TRS shall include at a minimum the following information:

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- a. Employee name;
 - b. Social Security number or employee ID;
 - c. Job classification;
 - d. Work location;
 - e. Date of hire;
 - f. Course title; and
 - g. Training dates.

2. A DCT training application or class roster with signatures attesting to the employee's attendance shall be completed by all employees participating in training in order for the employee to receive training credit. The training application must include the employee's signature and instructor's signature.

3. The Employee is responsible to ensure that personal information is complete and correct.
 - a. Training conducted by the DCT
DCT staff shall use the information on the training application or class roster to record the Employee's training credit in the TRS.
 - b. Training conducted outside the DCT
Training Staff shall use the information within the training application or class roster to record the Employee's training credit in the TRS.
 - c. Training conducted by an outside agency
Training Staff shall verify training conducted by an outside agency with a certificate, course outline, or other confirmation of attendance before recording the trainee's training credit in the TRS. Once training credit has been entered into the TRS, the training application shall be sent to the Institutional Training Coordinator or appropriate departmental personnel office for electronic filing.
 - d. Training applications shall be submitted for recording into the TRS no later than December 15th annually. Training that is completed after this date must be submitted immediately upon completion of the training class.

N. TRAINING PLAN

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Each institution shall develop, evaluate and update a written plan based on annual assessment that identifies current job-related training needs.

The training plan shall meet the following guidelines:

1. The institution's training plan shall provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs.
2. The training plan shall be developed by a Training Advisory Committee (TAC) composed of the institution's Training Staff, representatives from other departments and a DCT representative.
3. The committee shall meet at least quarterly to review progress and resolve problems, and a written record of these meetings shall be forwarded to the Warden.
4. A written report shall be prepared annually.